

Request For Quotation

RFQ Reference : 30000029967

Issuing/Publishing Date: 20-Jul-2026 04:26 PM

Subject of RFQ: Market Mapping of SMEs for Access to Finance Programming Study, Iraq

Open for Response Date =

Open Date value : 20-Jul-2026 04:26 PM

Description: Market Mapping of SMEs for Access to Finance Programming Study, Iraq

Contact Name: Omar HASAN

Close Date: 03-Aug-2026 03:00 PM

Contact Email: ohasan@iom.int

Expected date for contract/PO award:

Timezone: Arabia Standard Time

If any doubt exists as to the time zone in which the quotation should be submitted, refer to <http://www.timeanddate.com/worldclock/>

International Organization for Migration kindly requests your quotation for the **Market Mapping of SMEs for Access to Finance Programming Study, Iraq** described in the RFQ submission form below.

When preparing your quotation, please be guided by the RFQ information below. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Please read, fill and sign the below attachment

- Annex 1-TOR

RFQ INFORMATION

Method of submission	Quotation must be submitted as follows: E-tendering or email <i>Note that IOM only accepts bids submitted as per the required response method. In most countries, IOM only accepts bids submitted through E-tendering. In countries where IOM accepts bids submitted through several methods (i.e. by E-tendering, by email or by physical delivery/courier), IOM strongly encourages suppliers to submit bids via E-tendering as this will enhance the integrity and transparency of the procurement process, reduce manual errors and enable the streamlining of the processes, leading to an overall more effective process.</i>
Cost of preparation of quotation	IOM shall not be responsible for any costs associated with a vendor's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Contractual Terms	Any Purchase Order that will be issued as a result of this RFQ shall be subject to the IOM standard terms for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement or IOM standard contract templates.
Documents to be submitted	Bidders shall submit and sign the-bid submission form below.
Quotation validity period (days)	The vendor quotation should remain valid for the following number of days from the deadline for the submission. 60
Price	Quotations shall be for the goods, works and/or services stated in the Specification/TOR/SOW
Clarifications	Contact details for correspondence, notifications and clarifications Click or tap here to enter text. Contact Name: Omar HASAN E-mail address: ohasan@iom.int
Evaluation method	The contract will be awarded to the lowest price substantially compliant offer
Right not to accept any quotation	IOM is not bound to accept any quotations, nor award a contract or purchase order

Response Rules

	Rule
☐	Suppliers are allowed to respond to selected lines
☒	Suppliers are required to respond with full quantity on each line

Thank you and we look forward to receiving your quotation.

Issued by: Route des Morillons, 17 Geneva Switzerland

Name:

Title:

Date: 2026-07-20 13:26:56.0

Requirements

**Response is required*

Market Mapping of SMEs for Access to Finance Programming Study, Iraq

- Method of bid submission

The vendor need to submit the offer in IOM supplier portal (WAVE) or through email to iraqtenders@iom.int (Please Put email subject "**30000029967**" otherwise the offer will not consider)

- The vendor **MUST** meet all the requirements. Failure to comply with any requirement will result in the disqualification of the offer.
- The vendor need fill, sign and stamp the attached annexes.
- The vendor need to attach all documents requested in the requirements.
- service delivery location: **Iraq**

Section 1. Administration requirements

1. Valid Business registration certificate.

Please attach Valid Business/incorporation registration certificate

Response attachments are required.

2. Valid TAX clearance or valid TAX ID

Please attach copy of Valid TAX clearance or valid TAX ID

Response attachments are required.

3. Annex 2 - Vendor Information Sheet_WAVE

Please attach signed copy of Annex 2 - Vendor Information Sheet_WAVE

Response attachments are required.

4. Annex 3 - Code of Conduct for Suppliers

Please attach signed copy of Annex 3 - Code of Conduct for Suppliers

Response attachments are required.

5. Bank account details

Please attach the company business bank account details letter from the bank
Response attachments are required.

Section 2. Technical requirements

*1. Annex 1: Terms of Reference (TOR)

Please attach signed copy of **Annex 1: Terms of Reference (TOR)** in Pdf format
Response attachments are required.

2. Specific experience in survey implementation relevant to the assignment

Required documents

Please attach Company profile and reference list of at least 2 survey assignments

Response attachments are required.

3. Experience with electronic data collection (SurveyCTO/ODK/Kobo) and phone-based (CATI) data collection

Required documents

Evidence of prior use of SurveyCTO/ODK/Kobo and CATI platforms (e.g., project reports)

Response attachments are required.

4. General reputation of the service provider and quality of references

Required documents

Two references for previously completed projects

Response attachments are required.

5. Technical approach and methodology, including quality assurance protocols and ethical data collection

Required documents

Technical proposal detailing methodology, quality assurance protocols and ethical data collection/data protection procedures

Response attachments are required.

6. Management structure and key personnel CVs and qualifications of the management and field staff

Required document

- CVs of key team members
- A survey director with a Master's degree or equivalent in statistics, demographics or social science.
- A survey trainer and field coordinator with a university degree in a relevant subject

Response attachments are required.

7. Enumerator recruitment, training plan and qualifications

Required documents

- Enumerator recruitment and training plan, including minimum enumerator qualifications and training curriculum outline.
- All enumerators should have a university degree and a year of work experience, or alternatively a high school diploma and three years of relevant work experience

Response attachments are required.

8. Local presence in Iraq (in-country office) and demonstrated capacity to deliver across target governorates

Required documents

- Proof of registered office/branch in Iraq
- Copy of company registration certificate or valid operating/business license for Iraq

Response attachments are required.

Section 3. Financial offer1. RFQ No. **30000029967**

Please attach signed copy of RFQ **30000029967**

Response attachments are required.

*2. Appropriate budgeting

Required documents

A financial proposal with detailed budget breakdown

Lines

Delivery Requirements:

Currency of the Quotation:IQD					
INCOTERMS:					
Item No	Description	UOM	Qty	Unit price	Total price
	First deliverable (25% contract value): upon delivery of detailed workplan, coded survey tool, and completion of piloting and testing of the survey tool.				
	Second deliverable 30% completion of 50 per cent of data collection.				
	Final deliverable (30% contract value): high-quality and timely completion of all data collection in accordance with the technical requirements set by IOM, delivery of all collected data.				
	Performance incentive (15% contract value): conditional on successfully transferring all corresponding data to IOM and delivery of final progress report.				
Total Price					

COMPANY PROFILE (Vendor Information Form)

For New Suppliers Only

Note that IOM only accepts bids submitted as per the required response method. In most countries, IOM only accepts bids submitted through E-tendering. In countries where IOM accepts bids submitted through several methods (i.e. by E-tendering, by email or by physical delivery/courier), IOM strongly encourages suppliers to submit bids via E-tendering as this will enhance the integrity and transparency of the procurement process, reduce manual errors and enable the streamlining of the processes, leading to an overall more effective process.

Item Description	Detail
Legal name of bidder*	
Legal Address (house no, street name, zip code, city*, region*, country*)	
Website	
Registration date* and VAT number*	
Legal structure	
Business type/industry category*	
Are you a UNGM registered vendor?	
Do you provide services/goods internationally?	
Contact information*	Company Tel/Mobile: Company Email: Contact Person 1: Contact Person 2:
Disability inclusive business*	
Women-owned/controlled*	
Bank Information	Bank Name: Bank Address: IBAN: SWIFT/BIC: Account Currency: Bank Account Number: Other relevant information:

¹ If company id not registered in UNGM or with IOM. If supplied to IOM already, please indicate if there are any changes to be incorporated in the vendor information sheet signed earlier

BIDDER'S DECLARATION OF CONFORMITY

Note that IOM only accepts bids submitted as per the required response method. In most countries, IOM only accepts bids submitted through E-tendering. In countries where IOM accepts bids submitted through several methods (i.e. by E-tendering, by email or by physical delivery/courier), IOM strongly encourages suppliers to submit bids via E-tendering as this will enhance the integrity and transparency of the procurement process, reduce manual errors and enable the streamlining of the processes, leading to an overall more effective process.

Yes	No	
☐	☐	On behalf of the vendor, I hereby represent and warrant that neither the vendor, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
☐	☐	On behalf of the vendor, I further represent and warrant that the vendor is financially sound and duly licensed.
☐	☐	On behalf of the vendor, I further represent and warrant that the vendor has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
☐	☐	On behalf of the vendor, I further represent and warrant that the vendor complies with all applicable laws, ordinances, rules and regulations.
☐	☐	On behalf of the vendor, I further represent and warrant that the vendor will in all circumstances act in the best interests of IOM.
☐	☐	On behalf of the vendor, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the vendor any direct or indirect benefit arising from the contract.
☐	☐	On behalf of the vendor, I further represent and warrant that the vendor has not misrepresented or concealed any material facts during the contracting process.
☐	☐	On behalf of the vendor, I further represent and warrant that the vendor will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.

² This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
☐	☐	On behalf of the vendor, I further represent and warrant that the vendor does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
☐	☐	On behalf of the vendor, I further represent and warrant that, the vendor will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
☐	☐	On behalf of the vendor, I further represent and warrant that the vendor undertakes to comply with the Code of Conduct, available at https://www.ungm.org/Public/CodeOfConduct .
☐	☐	It is the responsibility of the vendor to inform IOM immediately of any change to the information provided in this Declaration.
☐	☐	On behalf of the vendor, I certify that I am duly authorized to sign this Declaration and on behalf of the vendor I agree to abide by the terms of this Declaration for the duration of any contract entered into between the vendor and IOM.
☐	☐	IOM reserves the right to terminate any contract between IOM and the vendor, with immediate effect and without liability, in the event of any misrepresentation made by the vendor in this Declaration.

Name:

Title:

Date: 2026-07-20 13:26:56.0